

**FLDDBROOK GLENDALE  
COMMUNITY SERVICES DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

July 24, 2018  
Fieldbrook Fire Hall, 7:30 PM  
MINUTES

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 7:30 PM. Board members present were Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard. Sewer Technician Grant Weaver, District Engineer Rebecca Crow and General Manager Richard Hanger were present. Community member Carol Rische and GHD Engineers Alex Crowe and Neal Carnam were present.*

**2. Agenda Modifications None.**

**3. Public Comments None.**

Individuals wishing to speak on matters not listed on the agenda are asked to clearly state their name and address. No action will be taken on items not listed on the Agenda.

**4. Reports**

4.1 Sewer Report

4.1.1 – Monthly report

*Sewer Technician Grant Weaver reported the main line has been hydro-flushed to the pump station. The wet well was pumped down and vactored. Replacement of an Air Relief Valve has been scheduled. The City of Arcata has contracted with a firm to camera the lines within city limits. The District will explore utilizing the service while they are nearby.*

4.2 Safety Report – received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Community member Carol Rische reported successful grant awards from Cal-Fire and Mad River Rotary. The Rotary Grant may be used to match a larger grant from District Rotary. The annual Mad River Rotary dinner is October 20<sup>th</sup>. The board expressed interest in participating in a proposed Mad River Rotary community outreach.*

4.4 District Engineer Report –

4.4.1 – Sewer rate study. Report/Discussion.

*GHD Engineers, Alex Crowe, Neal Carnam and Rebecca Crow presented a draft sewer rate study. The board discussed the study and asked for some clarification. A revised draft will be presented next month.*

4.5 General Manager Report

4.5.1 – *General Manager Richard Hanger reported he will be meeting with our auditor later in the week to begin the audit process.*

4.6 Reports by members of the Board.

4.6.1 – *Board member Richard Grissom reported on PG&E's new Community Wildfire Safety Program. The program is raising some concerns.*

**5. Consent Agenda**

The Board will approve all of the following items by a single vote unless any member of the Board or the public asks that an item be removed and considered separately.

5.1 Approval of minutes

5.1.1 Regular Board Meeting, June 26, 2018.

5.2 Correspondence/Information Items

5.2.1 – Hunter, Hunter & Hunt, Audit confirmation letter 2018

5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.

5.3.1 Interfund Transfers \$146,114.47

5.3.2 Checks (5531-5556) \$146,470.48

5.3.3 Payroll \$2,619.93

5.3.4 General Journal Entries 367-376 (Partial Year End)

***Jason Garlick moved to approve the consent agenda as presented. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

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**6. Action/Discussion Items**

6.1 – Board remuneration 2019. Action

*Jason Garlick moved to leave board remuneration as is with no changes. Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.2 – Water rate adjustments based on wholesale water expense. Action.

*General Manager Richard Hanger presented the wholesale water expense report with the water rate adjustments needed to maintain revenues equal to the projected expense.*

*Jason Garlick moved to increase water rates 5.28% based on the increased costs of wholesale water. Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.3 – Biennial review for Conflict of Interest code. Action.

*General Manager Richard Hanger reviewed the Conflict of Interest code.*

*Jason Garlick moved to file the 2018 Local Agency Biennial Notice as presented. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.4 – Quarterly budget report & adjustments. Action.

*General Manager Richard Hanger provided the staff report. Final adjustments will be needed following the final report for the fire fund from the County.*

*Richard Grissom moved to approve the quarterly budget report and adjustments as presented. Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

**7. Future Agenda Items**

7.1 - Final budget adoption. August.

**8. Executive Session/Closed Session**

The Board may choose to consider items of an urgent nature that have arisen after this agenda was posted. The Board may also choose to adjourn to closed session to discuss legal or personnel matters.

**9. Adjournment/Announcements**

9.1 Next regular meeting August 28, 2018.

*Meeting adjourned at 8:54 PM.*

*Respectfully submitted,*

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*Richard Hanger  
Secretary to the Board*

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*Janet Miller  
Director*

Attachments

*CCCU fund transfer*

*Initialed disbursement register*